

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Career Trainee Division, OTE  
202 C of C

EXTENSION

NO.

DATE

15 May 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DA Plans Staff  
7D10 HQS

2.

EXO/PA

3.

ADDA

4.

DDA

5.

6.

7.

DA/Plans

8.

DDA Registry

9.

10.

11.

12.

13.

14.

15.

I thought you might like to read the Course Report on the recent DDA Trends and Highlights in which you participated. Student reaction to the course was quite positive as you will see by the comments and recommendations extracted in paragraphs 5 and 6. I have also attached copies of the DA FY 88 new initiatives the class ranked and a sheet with the results of the ranking exercise.

Attachments

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18-4

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5 May 1986

MEMORANDUM FOR: Director of Training and Education

VIA: Chief, Career Trainee Division

FROM:

Course Chairman,  
Trends & Highlights, Career Trainee Division

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SUBJECT: Course Report: DA Trends & Highlights

1. Introduction

The DA Trends & Highlights (T&H) Course was conducted on 23 and 24 April 1986 at   
The class consisted of 20 students with a grade spread of GS-06 to GS-15 and had from 1.5 to 29.5 years of Agency experience.

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The T&H Course was two days in length and designed to expose the students to the nine Directorate of Administration offices, DA Management Staff and the Office of the Comptroller.

2. Assessment of the Students

The class was extremely interested in the course; asked relevant questions during the presentations; and they participated enthusiastically during the T&H comprehensive exercise. The students were courteous to the guest speakers and acknowledged their presentations through spirited applause. Their age ranged from 25 to 58 years.

3. Redesign of T&H Course

The T&H Course was redesigned and shortened to more closely focus the course content on the Directorate of Administration's functions and resources. Specifically, the course is now designed for DA careerists who would benefit from a trends and highlights orientation on the Directorate and indepth discussions of significant developments and emerging issues of concern to the Directorate. It is particularly appropriate for returnees from recent overseas assignments and for employees returning from rotational assignments outside the Directorate. Grade criteria was not established for this course. However, students should have at least 5 years of Agency experience as a prerequisite for enrollment.

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4. Evaluation of the Comprehensive Exercise

A comprehensive student inter-active exercise was designed as a critical element of the training course. The course was structured to allow the DA office representatives to brief the students for circa 40 minutes on the various functions and responsibilities of their office and conclude their presentations with a 10 minute review of a new initiative considered to be a key issue for FY-1988. The students received at the start of the course copies of the nine new initiatives and were able to integrate the content of the office representatives' presentations with the material contained in the course handout.

At the conclusion of the final office presentation, the students were instructed to form groups and evaluate each of the nine new initiatives and rank them in order of importance; the ranking to be based on funds available and the total impact the initiatives would have on the overall mission of the Directorate and the Agency.

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